



**Public Administration Department  
Parks and Recreation Division**

---

12 East Fourth Street • Duluth, Minnesota • 55805-3895  
218-730-4300 • [www.duluthmn.gov](http://www.duluthmn.gov)

An Equal Opportunity Employer

December 22, 2009

Dear Applicant:

The City of Duluth, through the Parks and Recreation Division and the Parks Commission, is proud to be able to offer this new grant opportunity for Neighborhood Playground Equipment Revitalization. On our behalf, I would like to welcome your neighborhood in applying for this community grant.

These grants will match your neighborhood's funds, dollar for dollar, up to a maximum of \$15,000, for the purchase of new playground equipment or the repair of existing equipment in existing, recognized city parks and clubhouse locations in the City of Duluth. These grant funds were made possible by a City Council resolution (09-0439R) passed in June 2009.

Additional requirements for these grant funds are that only verifiable cash deposit contributions raised by your neighborhood will be matched. We cannot accept pledge amounts. Also, your neighborhood group must contribute no less than 50 hours of volunteer labor to aid in the site preparation and equipment installation or repair.

Please read through the attached application information and submit your proposal to the City of Duluth Parks Commission. Your application will first be reviewed by their Facilities Committee. If you meet the minimum requirements, then a representative from your group will be asked to make a five minute presentation to this committee. Finally, your request will be passed on to the Parks Commission and then the City Council for final approval. A timeline is also attached.

Thank you for your interest in this innovative opportunity. Please contact me if you have any questions.

Sincerely,

Kathleen Bergen  
Manager  
Parks and Recreation  
218-730-4309  
[kbergen@duluthmn.gov](mailto:kbergen@duluthmn.gov)



## CITY OF DULUTH PARKS & RECREATION COMMISSION

Grant Application and Project Proposal Form for the  
Neighborhood Playground Equipment Revitalization Program

**Date of Application:**

**Organization Requesting Funding:**

only existing recognized city parks and clubhouse locations will be eligible for grant funds

1. Project Title:

2. Project Description:

3. Project Location:

### REQUESTING ORGANIZATION:

4. Organization Name:

5. Type of Organization: Corporation (legally incorporated) ☐ Unincorporated Association ☐

Other (specify):

6. In which state your organization is legally organized:

7. Status: For Profit ☐ Nonprofit ☐

8. Corporate address:

9. IRS Taxpayer Identification #:

Tax Code:

10. Officers or others legally entitled to commit the Organization:

President:

Vice President:

Secretary:

Treasurer:

Other (specify):

11. Contact Person:

Name:

Address:

Telephone: (W)

(H)

Email:

12. Name the streets/avenues that describe the boundaries of your organization:

**PROJECT FUNDS REQUESTED:**

13. Type of Assistance: **Match Grant**

a) \$15,000 limit with an equal dollar match required

b) match must be verifiable cash deposits - will not accept pledge amounts or inkind

c) additional requirement - the requesting neighborhood organization must contribute no less than 50 hours of volunteer labor to aid in the site preparation, equipment installation or repair

14. Amount requested: \$ \_\_\_\_\_ *Includes cost of equipment and bedding materials*

15. Amount from other sources: \$ \_\_\_\_\_

16. Total project cost: \$ \_\_\_\_\_

17. Project Goals and Objectives:

18. Project Time Frame:

Commencement

Completion

19. Given that the City's resources are limited, explain why this project should receive priority for funding:

20. Are other similar facilities offered within a one mile radius? If yes, explain why this project will not cause unnecessary duplication of such facilities:

---

---

---

21. Describe any meetings you have had with the affected neighborhood or business district?

---

---

---

22. Will this project in anyway benefit people with disabilities? Yes ☐ No ☐

If yes, please give a brief description:

---

---

---

---

**Attach the Following to Your Application:**

- ◆ Detailed Project budget: include all other sources of funding for the Project and the amounts committed by each such source
- ◆ Attach evidence of each such source's commitment to the Project
- ◆ Description of how you plan to fulfill the volunteer requirement of 50 hours
- ◆ Detailed Project Plans to include:
  - sketch diagram or drawing
  - formal site plan
  - equipment specifications
  - plans for signage

**Other Requirements If You Are Awarded Grant Funds:**

- ◆ Coordinate process with City staff for:
  - site preparation and equipment installation or repair
  - dedication ceremony
  - signage to recognize contributors
- ◆ A followup report and photographs of the process and completed project will be due one month after the completion of your project

Name of person completing and submitting this application:

Signature:

Date:

Print Name:

H Phone:

Email:

W Phone:

Submit completed form by **March 1** to: **Parks Commission Facilities Committee**  
**12 E 4<sup>th</sup> St**  
**Duluth, MN 55805**

**FOR CITY USE ONLY**

Date Received:	
Date Forwarded to Project Development Team:	
Date Reviewed by Parks Commission Facilities Committee:	
Amount Approved:	
Date Approved:	
Date Rejected:	
Recommended for Resubmittal:      Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments:	
Notification sent to Submitter:	Date:
Division Manager:	Date:

# Neighborhood Playground Equipment Revitalization Program

## City of Duluth Parks and Recreation

### Grant Application Timeline

Step	Due Date
Applications available to the public	January 1, 2010
Applications filled out and returned to Parks and Recreation	March 1, 2010
Applications reviewed by the Project Review Team and recommendations sent to the Parks Commission's Facilities Committee	March 15, 2010
Applications reviewed by the Parks Commission's Facilities Committee and a schedule for presentations determined	March 29, 2010
Each applicant that qualifies for the grant gives a 5 minute presentation to the Facilities Committee	week of April 5, 2010 actual date TBD
Facilities Committee decides on those to receive the grant and presents the list to the Parks Commission for their recommendation vote	April 14, 2010
Applicants notified of award	April 15, 2010
List of grant awards presented to City Council for approval	April 26, 2010